

# **VILLAGE OF WESTMONT**

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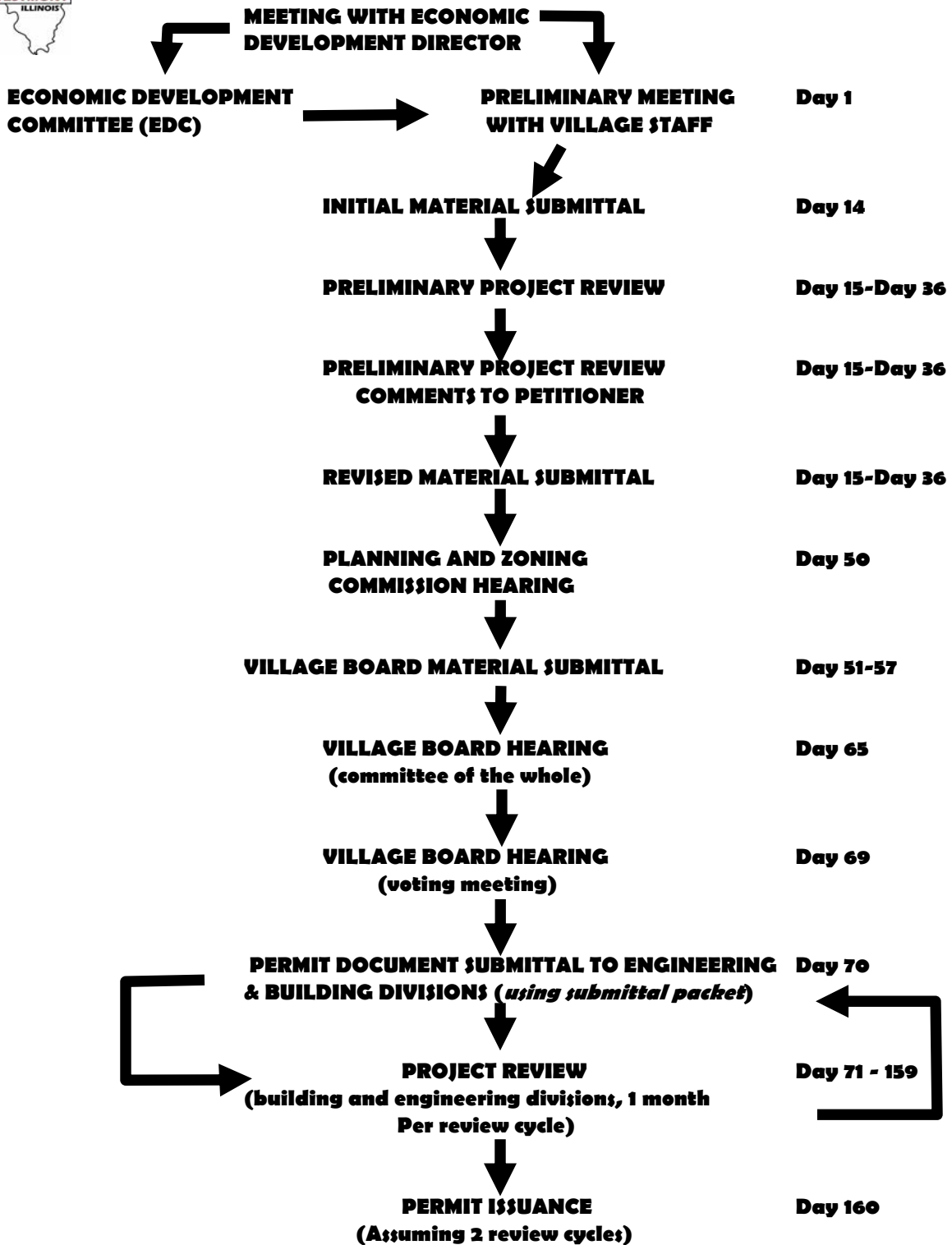
Division of Building and Zoning  
31 West Quincy Street  
Westmont, Illinois 60559  
630-829-4408



# **Development Manual**



## VILLAGE OF WESTMONT DEVELOPMENT REVIEW PROCESS



\*\*\* Storm water management must be addressed for ALL development; unless otherwise determined by the Village Engineer \*\*\*



## VILLAGE OF WESTMONT DEVELOPMENT REVIEW PROCESS

**Meeting with the Economic Development Director:** The initial step in the development review process is to contact the Village's Economic Development Director who will provide insight into the types of developments that the Village of Westmont is currently pursuing. The Economic Development Director will then decide whether the petitioner needs to make a conceptual presentation to the Economic Development Committee or if they can bypass that step and schedule a preliminary meeting with Village Staff.

**Economic Development Committee (EDC):** The Economic Development Committee is composed of elected officials, village employees, and residents of the Village of Westmont who convene monthly to hear prospective development proposals and discuss their feasibility. Much of this discourse is driven by the principles laid out in the Zoning code and Comprehensive Plan for the Village of Westmont. Proposals are taken under consideration and are either conceptually approved or declined. It is important to note that the EDC is only taking into consideration the basic premise of the proposal and is basing its decision on the conceptual merit that the proposed development holds for the community as a whole. Decisions by the EDC carry no official bearing on a petitioner's right to further pursue their development in the Village of Westmont, although the consensus achieved will be noted.

*\* The Economic Development Committee meets the first Wednesday of every month at 9am in the Westmont Centre.*

**Preliminary Meeting with Village Staff:** The purpose of the preliminary meeting with Village Staff is twofold. Employees from the Building and Zoning Division as well as from the Engineering Division meet with the petitioner to discuss their proposed project. At this point in time, given the guidelines laid out in the zoning and building code, Village Staff will give their recommendations on how to proceed with the project. If the project does not appear to create any major obstacles, then the village staff will notify the petitioner what materials are required for the review process and when those materials need to be submitted.

**Initial Material Submittal and Preliminary Project Review:** Once the petitioner has compiled **all** of the required documents, they submit them to the Building and Zoning Division for initial project review. The purpose of this review is to make sure that all required documents are in fact included and that they are properly completed. These materials must be submitted no less than thirty (30) days prior to the next Planning and Zoning Commission Hearing in order for the petitioner's project to be considered for placement on the agenda. Documents that are included in the initial material submission include the application for the proposed project (variations, planned development, subdivision, special-use, map amendment, text amendment, development site plan (non-residential)).

**Project Review Comments to Petitioner / Revised Material Submittal:**

After the initial materials are submitted and reviewed by Village Staff, the petitioner is contacted about missing or incomplete documents. The petitioner is then expected to remedy the inconsistencies and return the updated, correct documents to the Village Staff **as soon as possible**. It is important to note that the members of the Planning and Zoning Commission require the most current and correct documents in order to make an informed recommendation to the Village Board. IT IS THE RESPONSIBILITY OF THE PETITIONER TO CORRECT THE IRREGULARITIES AS INDICATED BY VILLAGE STAFF AND RETURN THE REQUIRED MATERIALS IN A TIMELY MANNER.

**Planning and Zoning Commission Hearing:** Once all the appropriate documents have been submitted and in turn reviewed by Village Staff, the petitioner must go in front of the Village of Westmont Planning and Zoning Commission for a public hearing. The Commission will then submit its recommendation to the Village Board.

*\* The Planning and Zoning Commission convenes on the second Wednesday of every month at 7:30pm in Westmont Village Hall.*

**Village Board Hearing (Committee of the Whole):** Once the Planning and Zoning Commission has given their recommendation on a project, the petitioner then proceeds to a Village Board Hearing. It is important to note that final approval for a proposed project is required when the project in question deals with lot subdivision, lot resubdivision, or lot consolidation. In cases such as these, the petitioner is required to reappear in front of the Village Board after the engineering plans have been finalized and approved by the engineering division to request Village Board approval. All other developments that do not involve a request to file a plat of subdivision or consolidation do not require a third appearance in front of the Village Board for final approval. Final approval for projects that do not involve the shifting or redrawing of lot lines will be given at the Village Board voting meeting. If the Village Board gives approval for the petitioner's project, then the petitioner may submit full sets of drawings to the Building and Engineering Division to begin the permit review process.

*\* The Village Board convenes the first and third Monday of each month at 7:30pm in Westmont Village Hall. A Committee of the Whole Workshop takes place the Thursday before each of these Monday meetings to discuss and accept public input.*

**Secondary Project Review:** After preliminary approval from the Village Board for a project dealing with lot subdivision, lot resubdivision, or lot consolidation, the petitioner, in conjunction with Village Staff, is required to make the necessary changes as indicated in the initial Village Board Hearing.

**Village Board Hearing (Final Approval):** Once all appropriate changes have been made, the petitioner then goes back in front of the Village Board for final approval.

**Issuance of Permit:** Once final approval is granted by the Village Board, the petitioner may submit full sets of drawings to begin the permit review process. Once the plans have been reviewed by village staff and found to satisfactorily meet all of the applicable standards, then permits may be issued.

**Time Frame:** The development review process is lengthy and involved in order to ensure that all standards for development are completely satisfied. From first contact to the issuance of the actual permit, the average time elapsed is approximately four months. This can be sped up considerably with the full cooperation of petitioner and prompt submittal of all relevant materials.

**VILLAGE OF WESTMONT  
BUILDING AND ZONING DIVISION  
31 WEST QUINCY STREET  
WESTMONT, ILLINOIS, 60559  
(630) 829-4412**



**APPLICATION FOR:**

- \_\_\_\_\_ Map Amendment
- \_\_\_\_\_ Pre-Annexation Hearing
- \_\_\_\_\_ Variation from Zoning Requirement
- \_\_\_\_\_ Special-Use Permit
- \_\_\_\_\_ Planned Development
- \_\_\_\_\_ Text Amendment
- \_\_\_\_\_ Subdivision or Resubdivision
- \_\_\_\_\_ Development Site Plan (Non-Residential)
- \_\_\_\_\_ Appeal from Decision of Zoning Official

**APPLICATION IDENTIFICATION INFORMATION**  
(To be completed only by Village staff)

Applicant Number: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

**BACKGROUND INFORMATION**

Petitioner: \_\_\_\_\_

Corporation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship of Petitioner to Property: \_\_\_\_\_

Names and Address of Property Owner (list all beneficiaries of Trust):

Names: \_\_\_\_\_

Corporation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**SUMMARY OF REQUESTED ACTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provisions of zoning or land development ordinances which apply:

\_\_\_\_\_  
\_\_\_\_\_

For a variation only; please see page(s) 12 & 13 for a further explanation of the conditions that must be addressed in your submittal package

For a Special-Use only; state how the applicant will meet the standards and conditions for the special use requested (see zoning code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT STAFF (if applicable):**

Developer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Attorney: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Land Planner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Engineer: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Architect: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

#### DESCRIPTION OF SITE

Common Description: \_\_\_\_\_

Legal Description (is **REQUIRED** to process Application):

Existing Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Significant natural amenities (slope, vegetation, water bodies, rock outcroppings, etc): \_\_\_\_\_

Flood plains and other development restrictions: \_\_\_\_\_

#### CHARACTER OF SURROUNDING AREA (zoning/jurisdiction and land use):

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_



**ADDITIONAL INFORMATION REQUIRED:**

\_\_\_\_\_ Engineering Plans

\_\_\_\_\_ Traffic Impact Study

\_\_\_\_\_ Annexation Material

The undersigned request(s) approval of this Application and further certify(ies) on oath that the information contained herein and in all documents submitted in support hereof, is true and correct to the best of my/our knowledge and belief:

**PETITIONER**

Type or print name: \_\_\_\_\_

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**OWNER:**

Type or print name: \_\_\_\_\_

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## **ADDITIONAL APPLICATION MATERIALS**

### **(A) Compliance with Laws and Ordinances**

Each Applicant is solely responsible for compliance with the provisions of the Village of Westmont Zoning Ordinance, Land Development Ordinance, and other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of matters coming before the Commission.

### **(B) Applications**

Any application filed with the Village of Westmont for consideration by the Commission shall contain, at a minimum, each of the items set forth herein, as they are pertinent to the application.

The Application shall be submitted to the Building and Zoning Division not less than thirty (30) days prior to the date on which the public hearing is to be held.

The Application shall consist of:

- (1) Completed Application Form.
- (2) Cover letter to the Economic Development Director explaining requested action.
- (3) \_\_\_\_\_ copies of any proposed or required plat or site plan.
- (4) \_\_\_\_\_ copies of a plat of survey, including one (1) copy reduced to 8-1/2" x 11".
- (5) \_\_\_\_\_ copies of landscape plan showing existing and proposed plantings
- (6) \_\_\_\_\_ copies of architectural renderings, if applicable; showing landscaping, trees, topographical and other features, including one (1) copy reduced to 8-1/2" x 11".
- (7) One (1) copy of a document establishing either that the Applicant is the record owner of, or has a contract, option or leasehold interest in, the subject property.
- (8) \_\_\_\_\_ copies of a traffic impact study, if determined necessary by the Economic Development Director.
- (9) For an application for a Special-Use, Planned Development, Map Amendment, or Variation, a list of the names and addresses of all persons (with corresponding P.I.N. numbers) to whom the latest general real estate tax bills were sent for all properties situated within two-hundred fifty feet (250') of the boundaries of the subject property, exclusive of Village rights-of-way. The Applicant shall also submit stamped (not metered) plain envelopes (with no return address) to each person named on said list.
- (10) If the action requested is annexation, the Applicant shall provide:
  - (A) A Petition for Annexation.

- (B) \_\_\_\_\_ copies of a Plat of Annexation, or a request that a plat be prepared by the Village of Westmont Engineer at the Applicant's expense.
- (C) A draft or any annexation agreement proposed by the Petitioner.
- (11) Other information or data as determined necessary by the Economic Development Director to complete evaluation of the Application.
- (12) (A) All required items, including all plans, should prominently indicate:
  - (1) The name of the proposed project.
  - (2) The name of the preparer.
  - (3) The date of preparation and of any subsequent revisions.
  - (4) For plans or plots, a scale of one inch (1") to twenty feet (20') or larger, unless another scale is authorized by the Economic Development Director.
  - (5) For plans and plats, a north-point.
- (B) Plats of survey shall contain:
  - (1) The name, signature and seal of the Registered Land Surveyor who prepared the plat.
  - (2) The legal description of the site.
  - (3) Boundary lines, dimensions, lot number(s) and area of the site.
  - (4) The locations and dimensions of all existing structures, parking lots and drives, sidewalks, bicycle paths, ground signs, refuse disposal areas, equipment, outdoor recreational facilities, light poles, and other freestanding structural features, as determined appropriate by the Economic Development Director.
  - (5) The names, locations, and widths of all immediately adjacent streets and rights-of-way.
  - (6) The locations and dimensions of all required building setbacks.
  - (7) The locations, dimensions, and purposed of all existing easement.
  - (8) Municipal, Township, and/or County section lines accurately tied to the site by distances and angles.
  - (9) Accurate descriptions of all true angles and distances to the nearest established street lines and/or official monuments.
  - (10) Indication of all radii, internal angles, points of curvature, tangents, bearings, and lengths of all arcs or curves.

- (11) All measurements, dimensions data, monuments, angular and linear dimensions, and certificates must comply with standards specified in Chapter 765 of the Illinois Compiled Statutes.

\*\*\* Except as may be necessary to comply with the minimum requirements of law, the Economic Development Director may modify, amend, or delete any of the above application requirements; as he may, in his professional judgment or discretion, deem appropriate in specific instances.

### **FINDINGS OF FACT FOR VARIATIONS**

Please be advised in order to process your Application, the Village of Westmont is obligated to make specific findings of fact regarding all Applications for Variations according to the Village Zoning Ordinance and Illinois State Statutes.

The Village of Westmont requires all Applicants to submit written evidence and/or analysis of the standards for variation listed below with your Application. In addition, during the Hearing with the Planning and Zoning Commission, you will be required to address the standards for Variations as follows:

- (1) The Planning and Zoning Commission shall not recommend a Variation to the regulations of this comprehensive amendment as authorized herein unless it shall have made findings of fact based upon the evidence presented to it in each specific case that:
  - (a) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the district in which it is located.
  - (b) The plight of the owner is due to unique circumstances.
  - (c) The Variation, if granted, will not alter the essential character of the locality.
- (2) For the purpose of implementing the above rules, the Planning and Zoning Commission shall also, in making its recommendations whether there are practical difficulties or particular hardships, take into consideration the extent to which the following facts, favorable to the Applicant, have been established by the evidence:
  - (a) The particular physical surroundings, shape, or topographical features of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
  - (b) The conditions upon which the petition for variation is based would not be applicable, generally, to other property within the same zoning classification.

- (c) The purpose of the Variation is not based exclusively upon a desire to make more money out of the property.
- (d) The alleged difficulty or hardship has not been created by the owner of the property.
- (e) The granting of the Variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- (f) The proposed Variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair the property values within the neighborhood.

If your Application does not include the findings of fact, the Application submitted will not be placed on the Planning and Zoning Commission Agenda.

Thank you.

Village of Westmont Building and Zoning Division

<b>FEE SCHEDULE FOR PUBLIC HEARINGS</b>
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**Variations:**

Residential:	
R-1, R-2, R-3.....	\$250.00
Other Zones:	
R-4, R-5, R-6, B-1, B-2, B-3, M, O/R, PUD.....	\$500.00

**Special Use.....** \$350.00

**Zoning Code Amendment, Text or Map.....** \$500.00

**Planned Development.....** \$500.00

**Pre-Annexation Agreement:**

Residential:	
R-1, R-2, R-3.....	\$100.00
All Other Zones.....	\$500.00

**Subdivision:**

One Lot into Two.....	\$150.00
Each Lot Thereafter.....	\$.50

\* Upon good cause shown, the board of trustees may waive the aforementioned filing fees. There shall be no fee, however, in the case of applications filed in the public interest by officials of the village

\*\* In order to assure swift processing and consideration for the Planning and Zoning Commission agenda, all fees are due in full by the material submittal date.